



Title Service Representative — Additions & Deletions

Title Service _____

License # _____ Exp. Date _____

Effective Date _____ Action: ☐ Add ☐ Delete

Rep Name _____

Address _____

City _____ State _____ Zip _____

Driver License # _____ State _____

Date of Birth _____ Social Security # _____

Worker Compensation Insurance Information

Insurance Co. _____

Policy/Binder # _____ Agent _____

Signature of Owner/Officer/Partner _____

Date _____

1. Have you ever been licensed as a vehicle dealer or salesman, or a title service agent or representative in Maryland or any other state?

If yes, Business Name _____

License number _____ State _____ Expiration _____

Submit additional information on separate sheet.

2. Are any administrative actions, including suspension, revocation, refusal or fines pending against any license you have ever held? NOTE: This does not include your personal driver's license.

If yes, Business _____ Licensee _____

Type of license _____ License number _____

State _____ Expiration _____ Date of action _____

Explanation (submit additional sheets if needed) _____

3. Has any business license you have held in Maryland or any other state been suspended, revoked, or refused? NOTE: This does not include your personal driver's license.

If yes, Business _____ Licensee _____

Type of license _____ License number _____

State _____ Expiration _____ Date of action _____

Explanation (submit additional sheets if needed) _____

Signature _____ Date _____

MVA USE ONLY

☐ Previous Licenses Checked ☐ CRC Reviewed ☐ Driving Record Checked ☐ ID Card

Reviewed By _____ Date _____

All forms listed on this sheet should be included in this package. Please call (410) 787-2950 if any of the forms are missing.

For more information on state and local licensing requirements, visit the Business License Information System website! www.blis.state.md.us. COMAR, Rules and Regulations are available at www.dsd.state.md.us. Maryland Law is available online at www.lawlib.state.md.us.

Adding Reps

- **Application (CS-018)** — Provide all information requested on form.
- **MD criminal record check authorization form (CS-11)** — Each form must include a legible copy of the driver's license and an original signature.
- **Out of state criminal record check** — If your rep lives or has recently lived in another state, you must provide a criminal record from that state in addition to the Maryland record check.
- **Photo** — An identification card will be produced for each rep. It will expire at the same time as the business license. Once approved, you may send the rep to the address below to have the ID produced. Or, you may submit a small photo along with this form. The photo must depict the rep's face clearly and must be of a size that will allow it to be trimmed to 1" x 1".

Deleting Reps

- **Application (CS-018)** — Provide all information requested on form.
- **Photo ID** — The Rep's photo ID must be returned.
- **Mail** your completed application packet to MVA, BL&CS, Rm 146
6601 Ritchie Highway
Glen Burnie, MD 21062